



*Embassy of the United States of America  
Yaounde, Cameroon*

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**Small Grants Program  
B.P. 817 Yaoundé, Cameroon**

**Ambassador's PEPFAR Small Grants Program  
General Guidelines**

Dear Applicant,

Thank you for your interest in the **Ambassador's PEPFAR Small Grants Program**. This document provides program guidelines, application instructions, and contact information. The U.S. Embassy is requesting applications from qualified organizations. Applications are available online at <https://cm.usembassy.gov/education-culture/small-grants-program/>, upon request via email to **grantsyaounde@state.gov**, or at the embassy's main entrance. Please read all information carefully before completing the application form. All applicants with strong projects matching the fund requirements may complete and submit their application for consideration via email or to the address indicated below:

**Ambassador's PEPFAR Small Grants Program  
Embassy of the United States of America  
B.P. 817 Yaoundé**

**Selection Timeline**

Application deadline: April 25, 2018  
Selection period: April - May, 2018  
Award period: June 2018

We always receive a high number of proposals for our programs and we try to respond to each applicant. If you don't hear from us within six (6) months after submitting your application, please request the status of your application via email at [grantsyaounde@state.gov](mailto:grantsyaounde@state.gov).

**Important Reminders:**

**The Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**

- Submit a filled, typed and signed Ambassador's PEPFAR Small Grants Program application form;
- Provide a detailed budget and a timeline for completion;
- Complete and sign Form SF-424, Application for Federal Assistance (if preselected);
- Do not submit any documents not requested in these instructions;
- If your project is chosen for consideration, someone will visit the site to talk to you about the proposal and verify the information on the application;
- Include a sketch and/or a description of how to locate your project site;
- Include current mailing address, telephone number, and e-mail address;
- Make a copy of the application and all supporting documents for your records;
- Send the original completed application to the Embassy, preferably via email.



### **Contact Information to submit your application**

**Address:** **Ambassador's PEPFAR Small Grants Program**  
Embassy of the United States of America  
**B.P. 817 Yaoundé**

**Email:** **grantsyaounde@state.gov**

Telephone: 222-201-500 Ext. 4171 or 4544

Fax: 222-201-503

Office Hours: Monday through Thursday 7:30 am - 5:00 pm and Friday 7:30 am - 12:30 pm

### **What is the Ambassador's PEPFAR Small Grants Program?**

The President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program provides one-time small grants to Cameroonian community-based organizations with experience in HIV as part of the U.S. government's commitment to fund HIV/AIDS prevention, care, and support activities. Under this program, projects must originate in the community, and the community must make significant contributions to the success and sustainability of the project achievements. PEPFAR is seeking CSO support to increase the number of children testing for HIV and linking those diagnosed HIV-positive to treatment. Additionally, CSOs would be engaged in encouraging and supporting retention for mothers and children enrolled in ART in order to achieve viral suppression. In Cameroon, HIV/AIDS is more prevalent in urban areas with the greatest disease burden in the Center and Littoral Regions. Given this, only CSO's who can implement programs in the districts of Deido, Cité des Palmiers, Bonassama, Logbaba, Mbangue, New Bell, Nylon, Djoungolo, Nkolndongo, Biyem Assi, Cité Verte and Efoulan districts will be considered. A CSO can implement in one or more districts.

The maximum support available for most projects is USD \$20,000 (for groups with the proven capacity to manage a budget of this amount.) A single organization cannot receive more than one grant in a given funding year.

### **What can the Ambassador's PEPFAR Small Grants Program support?**

The Ambassador's PEPFAR Small Grants Program is intended to support projects that assist infants, children and adolescents in HIV care and treatment. We cannot provide direct support to the local government, we cannot recommend a project funded the previous year, nor can we provide continued funding for a project previously funded by the Embassy's Small Grants Programs.

### **Basic Project Requirements**

- Initiated, operated, and maintained by the local community;
- Benefits a large number of people through high-impact, quickly implemented activities;
- Related to providing community based prevention, care, and treatment services to infants, children and adolescents infected and affected by HIV/AIDS, including awareness raising and training and case identification;
- Improves basic health or social conditions in the community; and
- Completed within one year without requiring further PEPFAR assistance.



**NB: The Ambassador's PEPFAR Small Grants Program is limited to local registered CBOs, associations, non-governmental organizations (NGOs) with at least 2 years of experience working in Cameroon. Organizations must prove experience working on HIV/AIDS addressing infant, children and adolescent issues.**

### **Project Categories and Acceptable Activities and Items**

- **Basic Education/Training and Awareness Raising:** Promoting behavior change communications (BCC) and healthy practices through programs or workshops in the areas of:
  - Food and Nutrition;
  - Safe Infant Feeding and Weaning;
  - Parent/Caregiver education and training (e.g. positive parenting);
  - Communication with and support of an HIV positive child
  - HIV/AIDs prevention and care;
  - Care and support for orphans and vulnerable children (OVC); or
  - Legal aid and psychosocial support.
- **Social Services:** Improving the life and living conditions of targeted populations including People Living with HIV/AIDS (PLHIV) and orphans and vulnerable children.

Projects under this category could include but are not limited to:

- Strengthening the capacity of families and communities to provide care, support, and protection for orphans and vulnerable children;
- Removing barriers to enable the full participation of vulnerable people in supportive communities. Activities could include community advocacy and family strengthening;
- Support for adolescents transitioning to adult HIV programs;
- Life skills development programs for adolescents living with HIV; and
- Strengthening parent/caregiver capacity to advocate for infants, children, and adolescents with HIV

### **Unacceptable Activities and Items**

- Projects that benefit a private, family, or individual business;
- Payment of recurring operating costs such as rent, salaries, administrative costs, ongoing training/education needs, medications;
- Religious, political, or military activities, as well as those relating to police, prisons, or law enforcement.
- Revolving credit schemes;
- Office equipment and supplies such as computers, film projectors, stereos, pencils, paper, forms, folders, etc.
- Land or buildings;
- Vehicles, luxury goods, gambling, or surveillance equipment;
- Abortion-related equipment and services.



## **Selection and Award Process**

If a project is chosen for consideration, someone from the U.S. Embassy will contact the applicant, verify the information, and visit the site. The stages in the selection and award process are:

- The grants office staff reviews all the applications and selects a preliminary list of projects.
- A committee reviews the preliminary list and selects the finalist projects.
- The grants office staff conducts site visits and works with potential grantees on suggested updates to the proposals. During this phase, the grants office staff makes the final recommendation to the committee and submits a final project for the Ambassador's approval.
- The Grants Officer and the project's representative sign the agreement and the grant is awarded.

## **Selection Criteria**

Applications will be reviewed in two phases according to their administrative compliance and their quality assessment. Projects which fail to fulfill the administrative compliance requirements will be excluded from further consideration.

### ➤ **Administrative compliance**

The application was submitted on the form posted on the embassy's website or collected from the Embassy and submitted within the announcement's deadline; form is complete, proposal meets program requirements and application includes all the supporting required documents.

### ➤ **Quality assessment (50 points)**

Assessment will be conducted by an evaluation panel on a scale from 0 to 50 points and recommendation for an award will be based on highest scores and total program funding:

#### A. Project justification, goals and benefits (20 points)

The proposal addresses basic health specific problem that affects the community and proposes a project that will improve the services of community health facilities. It also targets an adequate number of people and describes how it will benefit the target population.

#### B. Sustainability and community ownership (10 points)

Ideal projects will demonstrate a high degree of community involvement to develop, implement, and monitor the project to assure successful completion and sustainability. The project has a concrete and realistic strategy for follow-up to assure sustainability beyond project completion.

#### C. Budget and budget justification (10 points)

The budget description should detail all funds requested. The estimated expenditures of the proposed activities are necessary, reasonable, and realistic for the implementation of the project. Budgets submitted should follow the budget format provided (Use Excel spreadsheets). Please also specify whether matching funds and other contributions are pending or secured.



D. Organizational capacity and experience (5 points)

Applicants must show capacity to implement the scope and scale of the proposed work and the ability to successfully complete the project within the proposed budget and timeline. Organizations that have previously carried out similar projects with a proven record of project completion may be ranked higher during the evaluation process.

E. Timeline and Readiness (5 points)

Project timeline should be feasible, appropriate and connected to project goals and budget. Readiness is the degree to which the project is ready for implementation in terms of land ownership, willingness, designs, and authorizations.

**How to Apply for the Grant**

- Complete the application form. The application form is available online or can be requested in person through the Grants Office. A fillable form can also be requested by email;
- Type and answer every question as best as possible;
- Include a specific budget with cost estimates and a timeline for completion;
- Include a sketch or a description of how to find the project's site;
- The project's representative must sign the application form;
- Make a copy of the application and all supporting documents for your records;
- Send the original completed application to the U.S. Embassy. Applications can also be sent by email to: [grantsyaounde@state.gov](mailto:grantsyaounde@state.gov).